

Guidelines/Explanations/Important Dates

Here are some general points to clarify some overarching questions about the Vermont State Technology Plan and the requirements that it sets for local technology plans:

Added: June 4, 2009: *VERY IMPORTANT*

1. Email your Technology Plan in ONE document. Do not break it up into sections and send them individually. Please send ONE document.
2. Naming Conventions: Please name it in a fashion that I can see it is yours.. For example.. just naming it "techplan2009.doc" doesn't work well for me. Better is.. "yourSU2009plan.doc" .. Begin the title with your SU or school name. Very helpful for the record keeping here at Dept. of Education
3. Email me the plan. Only mail in the US postal mail (snail mail) the signature page. You do not need to snail mail the entire plan. Make sure signature page is properly filled out so it is clear who it is from.

Thanks so much for adhering to those points.

The structure of the plan:

The plan document is broken into two sections. Section One is the Vermont State Technology Plan. This portion consists of two areas, a vision, and then a breakdown of goals and actions that entities will seek to accomplish over the life of the plan. The vision is closely aligned to the Vermont Transformation of Education that is being undertaken from the Vermont Department of Education. The goals and actions represent steps we should all be taking to move Vermont ahead in the areas of education technology for the 21st century. Supervisory Unions, School Districts and individual schools should be striving to make progress on many of these steps over the three year period.

What you need to do with this section: Read this as intended; a comprehensive vision and some goals and actions to get there. Think about where you have been, and where you would like to be going in relation to these goals and actions. What makes sense and is do-able in your local area?

Section Two is your local planning guide. This contains guides, guiding questions and templates for your local technology plan process. There are some resources in the back and there should be enough guidance on the page to move you forward in this process.

What you need to do with this section: Read, share, discuss, and develop with your technology committee. Use this in conjunction with Section One to get a good picture of where education technology is going in Vermont and where your SU or school should be focusing over the next three years. Use the questions as “guiding questions” to drive discussions. Consider the past successes at your SU or school and consider how they may drive some of the new initiatives you may wish to undertake. If there are goals from past plans that you are still engaged in, include them in the appropriate areas.

General Information – Plan is due June 30, 2009

1. The “Local Technology Plan,” if approved by the Vermont Department of Education, allows schools covered by the plan to qualify for Title IID funding under the No Child Left Behind Act, and under E-Rate.
2. Once approved, the plan will remain in effect from **July 1, 2009** until **June 30, 2012**.
3. A supervisory union, or single district, may submit one plan covering all schools (recommended), if the plan meets the following requirements:
 - a. Unifying SU/District goals apply to all schools.
 - b. Specific school-level actions are included, **and** all schools are substantially and individually addressed.
 - c. The SU/District plan does not inhibit the ability of an individual school to integrate its portion of the technology plan with the school’s Action Plan.
4. Individual schools may submit a plan that covers only that school.
5. Contributors to the plan should include a breadth of stakeholders — such as administrator, community member, teacher, student, paraprofessional, and others.
6. Plans must be submitted electronically to Peter Drescher at peter.drescher@state.vt.us. You should include the signature page in your emailed version with information filled out. Send via “snail-mail” a **copy** of this signature page to:

Peter Drescher
Vermont Department of Education
120 State St.
Montpelier, VT 05620-2501

Submit the plan with the following:

1. Title Page: clearly indicating the SU or school represented, and the date the plan was approved (or will be approved) by your local school board. Please also include a name of the person that serves as the chief contact for questions about the plan.
2. Narrative: You may include a narrative, but it is *not required* (this was the Executive Summary in the past plan). Many have indicated the need for a stand alone document that can be presented to parents, school board, community, etc. and clearly indicate a process over time. This may be appropriate for your situation. The narrative should include a brief picture of where the school has been in terms of education technology and indicate some of the successful steps that have been accomplished to get there. It is also fine to indicate goals that are still being addressed with this new plan. Best to keep this document to one or two pages maximum.
3. Goals pages: You should submit a page of the table template for each goal. That would mean you have a minimum of 4 goals or 4 pages. If you have more than 4, you will need to copy out a table template and add that page. The intent is to tie the goals back to the larger goals indicated in the plan, for example, Student Centered Learning, Leadership in Student Centered Learning Environment, Flexible Learning Environments, and Engaged Community Partners. You are covering the 5th goal area, Evaluation, by simply filling out the data collection area and the “Indicators of success..” narrative at the bottom of each page.
4. To reiterate: The “Indicators of success...” section at the bottom of the goal page is important and should be completed. It gives the reader a clear understanding of what would be seen if the goal were accomplished. Do not leave it out.

5. E-rate and Title IID requirements cover the following areas:
- a. "...Clear *goals and realistic strategy* for usinginformation technology to improve education...."
 - b. "...Plan must have a *professional development strategy* to ensure staff know how to use these new technologies to improve education....."
 - c. "....must *include an assessment* of, hardware, software, and other services that will be needed to improve education....."
 - d. "....must *provide sufficient budget* to acquire and support....."
 - e. ".....must *include an evaluation process* that enables school....to monitor progress....."

These areas can and should be addressed within the local plan that you are working with. Within the table, the current categories address these areas. *If you choose to change the categories*, please make sure the areas above are still included.

Important dates:

Due date for local plans (2009-2012): **End of business day June 30, 2009**

NEED HELP?

Call Peter Drescher, Education Technology Coordinator at (802) 828-5149